

Bob Holden
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James A. Carder
Director
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: December 23, 2002

RE: Adding Attention Lines to the Vendor and Customer File

Effective immediately, OA/Accounting will allow the addition of one attention line per vendor or customer based on the nine (9) digit vendor/customer number. To request the addition of an attention line, the agency must provide OA/Accounting with a written request signed by the vendor or customer. This request must appear on the vendor or customer's letterhead and be signed by the appropriate company official. The name that appears on the attention line cannot be the name of the company official that signs the request.

Please request the vendor/customer send the request to your agency. Review the request to ensure all the necessary information is in the letter from the vendor/customer. Once your agency has verified that the information is complete, submit the original vendor's request for the addition of the attention line to OA/Accounting. Agencies may submit these requests by following the same distribution procedures used to submit vendor or customer changes.

Thank you for your assistance. If you have any questions, please contact your Agency Customer Service Coordinator. If your Agency Customer Service Coordinator has any questions, he/she will contact OA/Accounting's Agency Customer Service Coordinator's Desk for assistance if necessary.